



Office of the Missouri State Auditor Career Opportunity

<u>POSITION TITLE:</u>	Staff Auditor I
<u>LOCATIONS:</u>	Jefferson City, Kansas City, St Louis, and Springfield Missouri
<u>SALARY:</u>	Salary commensurate with education and experience

The State Auditor's Office is seeking Staff Auditors whose primary purpose is to complete duties assigned by the Auditor In Charge (AIC) that may include all phases of the audit such as fieldwork, report preparation, and related administrative duties. This position may be assigned to any type of audit or special project that requires audit assistance.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

This description may not include all of the duties, knowledge, skills, or abilities associated with this position.

- Develop auditor judgement and independent thinking to accomplish objectives.
- Complete duties in accordance with Government Auditing Standards and SAO policies/procedures.
- Identify provisions of laws, regulations, contracts or grants agreements that are significant within the context of the audit objectives and assess the risk that noncompliance with provisions of laws could occur.
- Obtain an understanding of and evaluate internal controls within the context of audit objectives.
- Provide input related to the planning of the audit, including prioritizing audit areas, reassessing audit areas, and modifying the plan throughout the audit.
- Evaluate audit documentation to determine findings and recommendations to include in the audit report.
- Perform other related work as assigned.

Work assignments may require frequent overnight travel and the availability of a vehicle.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to conduct oneself in a professional manner
- Willingness to obtain knowledge of Government Auditing Standards and governmental accounting
- Knowledge of or ability to evaluate business processes, identify risks, and identify controls that should be in place
- Willingness to obtain knowledge of the organization of Missouri state government, county government, and other local governments
- Knowledge of spreadsheet and word processing programs
- Ability to communicate effectively orally and in writing
- Ability to read, comprehend, and analyze information
- Ability to read and develop a thorough understanding of complex legal issues and controversial issues
- Ability to work under pressure and meet frequent deadlines
- Ability to accept increasing responsibilities and to reach for additional responsibilities when appropriate
- Ability to identify key technical problems and reporting issues and develop appropriate recommendations for their solution
- Ability to prepare written reports and make oral presentations to the auditee
- Ability to perform complex and/or sensitive audit procedures when appropriate
- Ability to effectively manage multiple priorities on a concurrent basis

QUALIFICATIONS:

- Graduation from an accredited college or university with a bachelor's degree or higher in accounting, business administration, or a related business area.
- CPA license or meet the Missouri State Board of Accountancy requirements to obtain a CPA license preferred, but not required.

APPLICATION PROCESS:

In order to be considered for this position, please submit employment application, cover letter, resume, copy of transcripts and contact information for three professional references to:

Office of the Missouri State Auditor
ATTN: Human Resources
P.O. Box 869
Jefferson City, MO 65102
Fax: (573) 751-7984
Email: recruiter@auditor.mo.gov

Applications will not be considered until all documents have been received.

Employment Application can be located on our website at: auditor.mo.gov